



CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **Administrative Assistant to the Chief of Police**

<u>Written Exam Date/Time:</u>	MARCH 13, 2025 6:00PM
<u>Written Exam Location:</u>	Police Department Community Room 301 S. Depeyster St., Kent, Ohio 44240
<u>Pay Range:</u>	\$50,647-\$71,836

*Examination will be used to establish an eligible list for the classification of **Administrative Assistant to the Chief of Police**.*

APPLICATION: Applications and information are available online at: <https://www.kentohio.gov/our-government/job-opportunities>. Applications may be emailed to civilservice@kentohio.gov *OR* returned via mail to Civil Service Coordinator, 301 S. Depeyster St., Kent, Ohio 44240. ***Please note*** that in the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission. **DEADLINE:** A completed Civil Service application must be received by **MARCH 10, 2025 at 4:00 pm**.

Examination Process: The written examination will measure an applicant's knowledge, skills, and abilities as detailed in this posting. The exam is to be administered on **MARCH 13, 2025 at 6:00pm**. Only those candidates who successfully pass the written examination with a score of 70% or better will be placed on the eligible list.

Reports To: Chief of Police

Summary Description:

Under general supervision of the Chief of Police, performs advanced and confidential secretarial and administrative functions. Position is responsible for the maintenance and processing of specific Police Department duties within an automated office environment. Serves as an interdepartmental liaison to facilitate an environment that encourages cooperation. Requires initiative and independent judgement to handle a wide variety of work situations often involving highly sensitive or confidential information. Assists all levels of police functions with completion of projects or work as necessary in order to facilitate the Department's established goals/objectives as needed. Completes specialized, complex administrative work in support to the Chief of Police and Police Department. Manages the office environment and provides responsible and professional assistance to the Police Department.

Essential Functions:

Communicates with staff and the public while preparing various correspondences for the Chief and Police Department. Supports department by scheduling meetings, attending meetings, taking and transcribing minutes, and answering questions and/or referring them to the appropriate staff.

Maintains monthly budget entries and reconciliation while working with Chief and staff to also prepare annual budget which includes tracking department expenditures for adherence to budgetary guidelines. Prepares purchase orders and processes invoices for payment.

Assists Chief and Police Department staff in carrying out daily activities and special projects by developing and maintaining computer programs and databases for personnel records including leave time balances. Prepares personnel status forms for processing and department payroll. Schedules staff medical exams and processes various benefit reimbursement requests.

Maintains and audits Law Enforcement Trust Fund accounts and prepares annual federal report. Other duties include maintaining licensing of vehicles, and maintaining federal and state grant records and internal billing.

Maintains office work flow by organizing, reviewing, and revising, as needed, office operations and procedures, record keeping systems and forms; by ensuring daily equipment and office operational requirements are met by ordering supplies for department. Resolves administrative issues by coordinating preparation of reports, analyzing data, and identifying solutions to problems. Develops clerical and management staff by relaying information and preparing registration for educational and growth opportunities. Acts as back-up to the Secretary to the Police Chief as needed. Must be willing to take on additional duties as assigned.

Working Conditions: The working environment involves exposure to conditions generally found in an office setting; frequent interaction and verbal communication with City staff and the general public. Primary functions require use of office equipment, such as computer hardware and software applications, telephones, multifunctional devices, and other various electronics. Sufficient physical ability and mobility are needed to work in an office setting, including standing or sitting for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift carry, push, and/or pull light to moderate amounts of weight; and to operate office equipment requiring repetitive hand movements and fine coordination; and to travel to other locations using modes of private and commercial transportation. May be required to work evening and/or weekend hours in addition to a regular forty (40) hour work week.

Necessary Knowledge, Skills, and Abilities: Must be able to prioritize and manage multiple projects simultaneously; ability to perform self-directed work with little or no supervision; must possess excellent written and verbal communication skills; must be able to establish effective working relationships with coworkers, City officials, and the public; must understand and carry out written and oral instructions; to read and interpret information; and to exercise tact and discretion when dealing with confidential matters and the public. Must possess skills to include proficiency in the use of a personal computer and software applications in the Windows operating system, including Word processing, Excel spreadsheets, Adobe Acrobat, and data management programs; mathematical skills to indicate high school level or equivalent competency; and organizational skills to include the ability to coordinate daily office activities. Ability to develop a working knowledge of department operations and organization structure along with learning standard operating procedures along with new procedures as they are developed.

Necessary Education, Training, and Experience: Possession of a valid State of Ohio driver's license and driving record sufficient to meet the City's insurance carrier requirements.

Special Requirements: Possession of a valid State of Ohio driver's license and driving record sufficient to meet the City's insurance carrier requirements.

Military Service: 20% extra credit for an applicant who has completed service in the uniformed services, and has been honorably discharged, or has transferred to the reserve with evidence of satisfactory service, or is a member of the National Guard or a reserve component of the armed forces of the United States who, at the time of the examination, has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of the Congress of the United States OR 15% extra credit for any applicant who is a member in good standing of a reserve component of the armed forces of the United States, including the National Guard. The applicant must submit proof that the applicant successfully completed entry-level training. Extra credit will be added to a composite score only after a passing score has been attained. **A copy of the applicant's honorable discharge, the DD-214, or certificate of service MUST BE SUBMITTED with the Civil Service Application at the time of applying.**

Accommodation for Testing: Persons requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

Special Note: In order to be admitted to the Written Examination on March 13, 2025, applicants must present valid photo identification (such as a driver's license.) **Only those qualified applicants that have filed a Kent Civil Service Application with the Civil Service Coordinator by 4:00 PM on MARCH 10, 2025 will be admitted to participate in the examination.**

Firearms, deadly weapons, and dangerous ordinances are not permitted at the testing site.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.